

**SPF/SIG Grant Review Workgroup**  
**Draft Minutes**  
**January 3<sup>rd</sup>, 2007**  
**Division of Mental Health and Addiction**

**Attendance:** Paula Parker-Sawyers, Dave Bozell, Sonya Cleveland, Amanda Thornton, Carolyn Waller and Kim Manlove.

**Welcome and Introductions:** Kim Manlove thanked the members present for agreeing to serve on the workgroup and reported that Jason Hutchens and Jeff Barber were unable to attend but are committed to participating. Karla Sneegas is currently off on sick leave but is schedule to return in early January 2007.

**Discussion of Workgroup Composition, Responsibilities and Charge:** Kim passed out a draft of the workgroup charge and after considerable discussion the members present requested that he add some additional information about group membership beyond what is already stipulated in the Governor's Advisory Council By-Laws. The revised charge is

*The Grant Review Workgroup (GRW) is charged with the responsibility of oversight and administration of the grant review process for the selection of sub-grantees of the Indiana Strategic Prevention Framework State Incentive Grant Project. The GRW will coordinate and integrate its efforts with the other workgroups established by the Governors Advisory Council. GRW members will be limited to state employees and who have expertise in the areas of substance abuse prevention and or community engagement.*

Further discussion centered on additional membership and workgroup responsibilities. It was decided to limit membership to the current representatives and to defer any conversation about responsibilities until Strategic Plan and Project Rollout plans were finalized.

**Selection of Chair or Convener:** Members present nominated Jeff Barber to serve as the GRW convener.

**Review of SPF/SIG Documents:** Kim asked Paula Parker-Sawyers to recap the work of the Training and Outreach Workgroup (TOW) on the Project Rollout and Scoring Criteria documents. Paula and Dave Bozell detailed the work of the TOW as well as recent conversations with Jo Birckmayer who is reviewing Project Documents for SAMHSA/CSAP. Jo has worked closely with Kim and Marcia in sharing SAMHSA/CSAP concerns and recommendations to strengthen Indiana's Strategic Plan.

Kim asked Paula to also review the proposed role of Expert Review Panels (ERP) which will provide a triage review of grant proposals. The ERP will be composed of experts in the fields of substance abuse prevention, community engagement and organizational capacity and effectiveness. She further explained that a request for a "Letter of Intent" from prospective grant applicants is still desirable to determine the number of expert

review panelist. The results of the ERP review would then be shared with the GRW to assist in their deliberations.

Paula also discussed a document forwarded to the TOW from Eric Martin of the IPRC which was used as a guide to prospective grant applicants that was developed for the first SIG Project. Kim promised to forward a copy of that document to workgroup members. Paula will also forward a copy of an organizational assessment tool from her office. Sonya also volunteered share a capacity building tools from SAMHSA.

**Future Meeting Schedule:** The Workgroup scheduled the next meeting of the GRW for 3:00 PM on 1/18/07. Future meetings will be decided upon at that time.

**Adjournment:** The meeting adjourned at 4:00 PM.